

**MINUTES OF THE**

**BI-STATE REGIONAL COMMISSION**

Wednesday, May 26, 2010, 3:30 p.m.  
Scott County Administration Building  
Sixth Floor Conference Room  
600 West Fourth Street  
Davenport, Iowa

**MEMBERS PRESENT:** McDaniel – Vice Chair, Becker, Dean, Eccher, Fox, Gallin, Goodwin, Gordon, Heninger, Lawrence, Minard, O’Boyle, O’Brien, Rangel, Ripperger, Schoultz, Stoermer, Sunderbruch, Volz

**MEMBERS ABSENT:** Austin, Bohnsack, Brown, Freemire, Gluba, Henry, Hillman, Malvik, Meeker, Pauley, Rockwell, Sherwin, Tank, Thodos, Tossell, Washburn, Welvaert

**STAFF PRESENT:** Bulat, Connors, Hunt, Matsen, McCullough, Miller, Moritz

Vice Chair McDaniel called the meeting to order at 3:38 p.m. He then introduced new staff member Jacob Matsen.

1. Approval of the April 28, 2010 Minutes. Mr. Volz moved approval of the minutes of April 28, 2010 as presented. Ms. Dean seconded the motion, and the motion passed unanimously.
2. Treasurer’s Report. Ms. Gallin presented the Treasurer’s Report for the month ending April 30, 2010, noting an ending total bank and book balance of \$668,227.52. Ms. Gallin moved the report be accepted as written and mailed. Mr. Sunderbruch seconded the motion, and the motion passed unanimously.
3. Finance and Personnel Committee.
  - a. Bills. Ms. Connors presented the bills totaling \$30,089.66, as listed on the following bills listing and addendum dated May 26, 2010:

**Bills List**

Hurt, Norton & Associates, April legislative technical services (reimbursed by member government funds)	\$ 7,750.00
McClure Engineering Associates, Inc., East West Corridor Study	2,116.33
Moline Dispatch, ad for RIM Rural Transit	1,270.50
Sauk Valley Newspapers, ad to promote Whiteside County public transportation	500.00
Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost reimbursed by MUNICES)	2,765.00
WNS Publications, Inc., ad to promote Whiteside County public transportation	1,315.00

Addendum

Bancard Center, VISA charge card expenses related to Illinois Association of Regional Councils meeting; webhosting; 1 staff on the Washington DC trip; Pedometers for the Quad Cities in Motion week; Chief Elected & Administrators Luncheon meeting (cost reimbursed by participants); Managers & Administrators Committee meeting (cost reimbursed by participants); office supplies	6,308.80
Louise A. Kerr, Treasurer	6,552.03
6/10 Rent	\$4,165.96
6/10 Internet Access	88.00
4/10 Postage	1,088.64
4/10 Printing	948.86
4/10 Supplies	260.57
Quad City Press, printing of Henry & Whiteside County Public Transportation brochures	1,420.00
Corrections –	
Moline Dispatch (previously listed as \$1,270.50), additional invoices for ads regarding a public hearing, meeting notice & bid invitation (\$92.00)	1,362.50

Mayor O'Boyle moved approval of the bills totaling \$30,089.66 as presented above. Mr. Minard seconded the motion, and the motion passed unanimously.

b. Report on Progress on Commission's FY 2010 Program Budget as of April 30, 2010.

Ms. Connors explained the Program Budget Status Report was mailed in the agenda packet. The Commission is 83.3% through the fiscal year with 78.8% expended and within budget.

c. Consideration of recommended revised FY 2010 Commission Planning Budget. Ms. Bulat reported the Finance and Personnel Committee reviewed and recommended the proposed revised FY 2010 Commission budget. She asked if anyone had any questions regarding the changes in the right hand column of the line item budget. There were no questions.

Mr. Minard moved approval of the Revised Recommended FY2010 Commission Planning Budget, as presented. Ms. Dean seconded the motion, and the motion passed unanimously.

d. Presentation of recommended FY 2011 Commission Planning Budget. Ms. Bulat reviewed the draft FY 2011 Budget as recommended by the Finance and Personnel Committee. Ms. Bulat reported revenues for FY 2011 are projected to be up \$58,000 (3.2%) from the current year, primarily attributable to new grants for Mobility Coach Coordination, air quality, and energy efficiency. Membership dues for local governments are proposed not to increase. It is felt that this recognizes the current fiscal constraints of member governments in the economic situation. No cost of living adjustment is recommended at this time, however continuation of the merit performance review program is recommended, with the projected average at 2.5%.

The proposed budget will lay on the table until consideration by the Commission at its June 23rd meeting.

4. Consideration of Comprehensive Economic Development Strategy Progress Report. Mr. Hunt provided the Commissioners an overview of the Comprehensive Economic Development Strategy (CEDS) Progress Report. He explained that Bi-State is required by the Economic Development Administration (EDA) to produce a full CEDS update every three years and a CEDS Progress Report in the interim years. Currently, staff is working on a CEDS Progress Report, which is scheduled to be completed by June 30. The next full CEDS will be due in 2011.

Producing the CEDS and CEDS Progress Report is a prerequisite for Bi-State or local governments to receive funding from the EDA. The EDA provides \$52,000 annually to Bi-State to be used for economic development assistance to member governments. This amount is matched by \$52,000 in member government dues. Examples of EDA-funded technical assistance include grant writing, training, and data analysis. One of the key portions of the upcoming CEDS Progress Report is a listing of completed, underway, and planned economic development projects. This listing is used to demonstrate the Region's progress toward the goals listed in the CEDS, while also identifying needed projects for continued economic development. Commissioners can review the draft project list by contacting Mr. Hunt. Additionally, Commissioners will have a chance to review the list and CEDS Progress Report at an upcoming Commission meeting.

Mr. Hunt closed by reviewing five EDA grant funded projects in the Region that have either recently been awarded or are being reviewed.

Mayor O'Brien moved the Bi-State Regional Commission approve the Comprehensive Economic Development Strategy Progress Report as described above. Mr. Stoermer seconded the motion, and the motion passed unanimously.

5. Questions or Comments by Commissioners. There were no other questions or comments.
6. Other Business. Ms. Bulat requested approval of the following contract over \$7,500 that requires Commission approval:

- Contract with the City of Eldridge for a Strategic Planning and Comprehensive Plan at an amount not to exceed \$12,750 for the period June 1, 2010 through August 31, 2011.

Ms. Gallin moved the Bi-State Regional Commission approve the contract as described above. Mr. Minard seconded the motion, and the motion passed unanimously.

7. Adjournment. The meeting adjourned at 4:23 p.m.

Respectfully submitted,

Dennis Pauley  
Secretary